

# BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

**POSITION: SENIOR MANAGER: BUSINESS DEVELOPMENT AND INVESTOR SUPPORT | Ref: REC/05/23**

**Minimum Requirements:** • Master's Degree in Business Administration / Business Leadership / Economic Sciences / Business Management / Targeted Sector (Automotive / Agriculture / Digital Economy / Renewable Energy / Advanced Manufacturing) • 5 - 10 years' experience in Sector/ Business Development, Project Management or Property Sales and Customer Care of which 3 years should be at a management level in related field • 3 years' experience in one of the targeted sectors.

**Purpose:** Computer literate (MS office: Word, PowerPoint, Excel) • Knowledge of Supply Chain Management policies and procedures • Knowledge of Public Financial Management Act • Knowledge of financial management and controls • Good knowledge of international business and investment promotion • Knowledge and understanding of governments and intergovernmental relations and government protocols • Knowledge of acts governing Special Economic Zones (SEZs) and government Acts that support the SEZ Act • Understanding how to develop and nurture customer relationship strategies • Understanding government operations with regard to establishing industries • Knowledge of Department of Trade, Industry and Competition (DTI), South African Revenue Service (SARS), department of home affairs (DOHA), Department of Employment and Labour (DOL), promoting investment • Knowledge and understanding of internal business processes and the Customer Relationship Management system • Knowledge and understanding of local and foreign direct investor requirements • Knowledge of project Implementation/ Management services and requirements • Knowledge of Property Sales • Knowledge of Imports and Exports.

**Specific Functional Responsibilities:** • **Strategic Leadership** • Develop, Implement and Review Investment Promotion Strategy • Mobilise a concerted State response for a shared industrial development vision among its community of collaborating stakeholder institutions at national, provincial and municipal levels • Co-ordinate development and implementation of Plans, policies and procedures for targeted sectors • Assemble reliable business and market intelligence • Link and integrate the SEZ's operations more closely with the untapped economic potentials of its host city and region • Make room within the activities and resources of the organisation to permit ELIDZ sufficient space to experiment with initiatives that could see the business breaking new ground and initiating future market offerings not currently in existence • Develop and implement After care programs • Establish streamlined and effective investor support services • Identify and Manage Risk related to area of exposure (mitigation and compliance) • Ensure Performance measurement and assessment • Perform EXMA operational reporting • Input into development and review of Organisational Strategy • Develop and Control of Business Development Budget • Develop and implement customer Services Strategy • **Investment Attraction** • Develop, Implement, and Review Investment Promotion Strategy • Attraction of both foreign and domestic investments • Assemble an attractive market offering and value proposition, which it presents to strategically targeted industries • Grow investment pipelines • Lead specific investment promotion, marketing and outbound missions • Comply with Contract Management prescripts • Conduct investor feasibility studies/due diligence • Ensure application of relevant SHE Management System • Assist clients with incentive access and participation in incentive design • Manage current and new business improvement initiatives as part of raising the SEZ's operational level efficiencies, while delivering more value for its clients and shareholders alike • **Sector Development** • Develop and Implement Sector Plan driving industrial diversification • Develop sector's depth of capability in relation to the quality of industrial development opportunity data, information sharing and market intelligence • Create, Assemble and Promote investment opportunities based on the regions comparative and competitive advantage • Ensure the expansion of trade and investment links with the rest of the Southern African region and Africa continent • **Stakeholder Management and Networking** • Develop, Implement, and review Stakeholder Management Matrix • Ensure Collaboration with all relevant key stakeholders and role players • Co-ordinate targeted Sector activities • Develop, Implement, and review Networking Strategy • **Investor Support Services** • Identify and assemble Service opportunities and Customer needs • Drive One Stop shop concept • Manage relevant Service Level Agreements (SLA's) • Assemble Incentive packages for targeted investors • Ensure the development, implementation and review of the Customer Services Strategy • **After Care Services** • Develop, Implement and Review Investor Aftercare Strategy • Co-ordinate and oversee development of dossier of each Tenant • Co-ordinate and oversee development and implementation of Customer Relationship Management framework (CRM System) • Ensure efficient operation and responsiveness of the help desk.

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

**The closing date is 10 March 2023.** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Females as per our EE Plan.**

**FULL DETAILS AND INFORMATION REGARDING THE VACANCIES ARE AVAILABLE ON OUR WEBSITE:** <http://www.elidz.co.za> under "Opportunities > Employment"

*The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.*

Tel: 043 702 8200 | [www.elidz.co.za](http://www.elidz.co.za)

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**east london idz**  
business streamlined